



EASTERN CAPE DEPARTMENT OF EDUCATION

APPLICATION FOR THE CLOSING DOWN OF A SCHOOL

Public Schools should complete Sections A,B,C,D,E,F,G.

Independent Schools should complete Sections A,B,C.

NOTE: ONCE APPROVAL HAS BEEN OBTAINED A COPY OF THIS FORM MUST BE SENT TO EMIS FOR CAPTURE ON THE DATA BASE OF SCHOOLS!

A School Information		
	EMIS No.	
	Name of School	
	District	
	Type (e.g. Junior Primary)	
	Grading (e.g. P4)	
	Status of school property	State owned <input type="checkbox"/> Private (free) <input type="checkbox"/> Private (leased) <input type="checkbox"/>
	Closing date	
	Reasons for closing	
B Indicate the number of pupils concerned and the schools where they will / be/have been accommodated.		
<u>Number:</u>		<u>Where to be enrolled:</u>
1. _____		1. _____
2. _____		2. _____
3. _____		3. _____
4. _____		4. _____
.		
.		
C Educators and posts		
Number of educators:	Posts:	Name of schools where Accommodated:
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

D	Stock								
Name of school/s transferred to:									
1. _____									
2. _____									
3. _____									
4. _____									
E	Where pupils, educators and/or stock are not transferred, give reasons / arrangements (Please Note : Continuous education is essential)								
_____ _____ _____ _____									
F	Full reasons for late reporting of closing where applicable								
_____ _____ _____ _____									
G	Indicate steps taken/anticipated regarding School Governing Bodies								
_____ _____ _____ _____									
H	Indicate steps taken to secure the school building after evacuation								
_____ _____ _____ _____									
I	Date of proposed dissolution								
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px; text-align: center;">D</td> </tr> </table>		Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D		

Name of Principal: _____	DATE _____
<i>(Print)</i>	
Signature of Principal: _____	
Name of Chairperson of School Governing Body: _____	
<i>(Print)</i>	
Signature of Chairperson of School Governing Body: _____	
DATE _____	

FOR OFFICIAL USE:

Recommended / Not recommended	
_____	_____
EDUCATION DEVELOPMENT OFFICER	DATE

Recommended / Not recommended	
_____	_____
DISTRICT DIRECTOR	DATE

Recommended / Not recommended	
_____	_____
DIRECTOR:	DATE

Recommended / Not recommended	
_____	_____
CHIEF DIRECTOR	DATE

Recommended / Not recommended	
_____	_____
DEPUTY DIRECTOR GENERAL	DATE

Approved / Not approved	
_____	_____
SUPERINTENDENT GENERAL	DATE